FSA
HANDBOOK

Web-Based Price Support Procedures and Common Functions for Grains, Oilseeds, and Rice

For State and County Offices

SHORT REFERENCE

15-PS

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Web-Based Price Support Procedures and Common Functions for Grains, Oilseeds, and Rice 15-PS	Amendment 1

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A   Reasons for Issuance

This handbook has been issued to provide procedure for eLDP functions.

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Table of Contents

Table of Contents (Continued)

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Part 1   General Information

Section 1   Handbook Provisions

1   Handbook Coverage

A   Handbook Purpose

This handbook contains step-by-step instructions for using the web-based price support software to administer eLDP's for grain and oilseeds for 2004 and subsequent crop years.

B   Authority and Responsibility

PSD has the authority and responsibility for the instructions in this handbook.

2   Related Handbooks

A   FSA Handbooks

FSA handbooks related to grain and oilseed programs, and the common provisions for loans and LDP's, include the following:

- 1-APP for appeals
- 7-AS for field correspondence
- 25-AS for records operations
- 1-CM for common management and operating procedures
- 7-CN for loan and LDP provisions for cotton
- 58-FI for managing FSA and CCC claims
- 61-FI for prompt payment procedures
- 62-FI for IRS reporting requirements
- 64-FI for recording claims to the Automated Claims system
- 67-FI for common receivables
- 2-LP Grains and Oilseeds for commodity data specific to wheat, feed grains, and oilseeds
- 2-LP Honey for loan provisions for honey
- 2-LP Peanuts for loan provisions for peanuts
- 2-LP Rice for loan and LDP provisions for rice
- 8-LP for loans and LDP's for 1999 and subsequent crop years
- 12-PS for APSS loans and LDP's
- 20-PS for State Office APSS operations.

3   Correspondence

A   Types of Correspondence

Correspondence includes memorandums and other written communications about ineligible grain or oilseeds, potential claims, or other specific problems.

B   Correspondence Between County Offices and KC-ITSDO or KCCO

For correspondence originating in the County Office, send correspondence to the State Office according to 7-AS.

All correspondence shall include the following:

- State and county codes
- crop year
- commodity
- loan number
- producer name
- schedule of deposit number, if applicable
- a brief summary of the problem.

For correspondence originating in KC-ITSDO or KCCO, send to the State Office in triplicate, marked, "Attention: _____ County FSA Office".

State Offices shall:

- send 2 copies to the County Office
- retain the original for their records.

4   Responsibilities

A   Background

The responsibilities for loan and LDP functions described in this paragraph are in addition to the responsibilities in 7-CN, applicable 2-LP's, 8-LP, 12-PS, and 10-SU.

B   Office Responsibilities

The following describes the responsibilities of each office for eLDP activity.

Office	Responsibilities
PSD	• Implement web-based processes to support eLDP functions in State and County Offices. • Provide procedural assistance to State Offices on data entry requirements and software operations. • Provide program MAL and LDP policies for administering and delivering electronic price support programs.
State Offices	• Provide application training to County Offices. • Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSDO and KCCO	• Provide technical assistance to State and County Offices on nonprogram-related problems. • Assist in correcting inventory data received from County Offices.

5-50   (Reserved)

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Section 2   Basic Provisions

51   General Information

A   Definition of eLDP

eLDP is a web-based service that provides an **additional** means of farm program delivery to FSA customers (producers) and County Offices to file an application for LDP. Eligible customers can electronically submit an LDP application from an external site. After the eLDP application and payment information is certified and approved for payment by a KC-based Accounting Certification Officer, the payment is automatically routed by EFT to the customer's bank account.

Note: For eLDP applications submitted by the County Office on behalf of customers to the central processing web site, eLDP will be calculated and then routed to the County Office for payment certification and special processing.

B   eLDP Process

The eLDP process:

- operates through a KC-based central web site

- is available 24 hours a day, 7 days a week, **except** during routine backup and maintenance periods, and uses the applicable LDP rate where the commodity is stored until the next rate is announced

- interfaces with SCIMS to obtain customer name and address information

- is supported by NPS and EFT for payment processing.

C   Web-Based Procedures

Follow the instructions in this handbook when using the web-based software to accomplish the following activities:

- customer profiles
- eLDP applications
- recording eLDP production evidence.

52   General Eligibility

A   Web-Based Applications

eLDP applications may be processed for:

- farm-stored quantities
- field direct
- load summary (County Office only).

B   Eligible Customers

eLDP customers must:

- be determined eligible to receive eLDP services by COC or designee

   Note: Customers must have a Level 2 eAuthentication account and be linked to their SCIMS account before applying for an external eLDP.

- have a legacy link in SCIMS to the county where the profile will be established.

C   Applicable Commodities

The following specific commodities are covered in this handbook:

- barley
- canola
- corn (including silage)
- crambe
- flaxseed
- grain sorghum (including silage)
- mohair
- mustard seed
- oats
- pelts
- pulse crops
- rapeseed
- rice
- safflower
- sesame
- soybeans
- sunflower seed - oil
- sunflower seed - other
- wheat
- wool.

53-199 (Reserved)

Part 2   Preparing for eLDP's

Section 1   Beginning Steps for Processing eLDP's

200   Requesting eLDP Services

A   Annual Requirements

County Offices shall:

- determine customer and commodity eligibility according to 8-LP, Part 2 for each:

    - applicable crop type
    - crop year

- establish a customer profile using web-based software according to Section 2.

201   PLM Allocations

A   Setting PLM's

To facilitate monitoring PLM's for eLDP and LDP's issued through APSS, the County Office shall set applicable PLM allocations, by commodity, in the customer profile according to Section 2.

When County Offices establish a customer PLM allocation for eLDP in the customer profile, a corresponding PLM allocation for that customer is **automatically** set by a download process in APSS on the County Office AS/400. In the event that the update to the County Office AS/400 is unsuccessful, an error message will be displayed indicating that the download was unsuccessful.

Note: The County Office can establish the PLM allocation for eLDP manually on the AS/400 by selecting option 8 from Price Support Loan/LDP Servicing Main Menu PVA005.

Important: County Office personnel shall ensure that all applicable PLM settings have been established for customers in their respective customer profiles **before** customers can successfully process eLDP's.

When an external customer submits an eLDP application to the central eLDP web site, the eLDP software will **validate** that PLM allocations for all applicable commodities in that customer's customer profile.

Applications for which PLM **exceeds** the limit set in the customer profile will be rejected.

As eLDP's are disbursed, the payment limitation set in the customer profile decreases.

202   Security, User ID's, and Passwords

A   eAuthentication Login

Access to the eLDP central processing web site is secured by means of a user ID and password through the Level 2 eAuthentication registration process. Information about obtaining a user ID and password to transact electronic business with USDA and Level 2 eAuthentication can be found on the USDA web site at **www.usda.gov**. Click:

- "**View USDA Customer Statement**"
- "**Get a Login**".

The following is an example of the Customer Statement Screen.
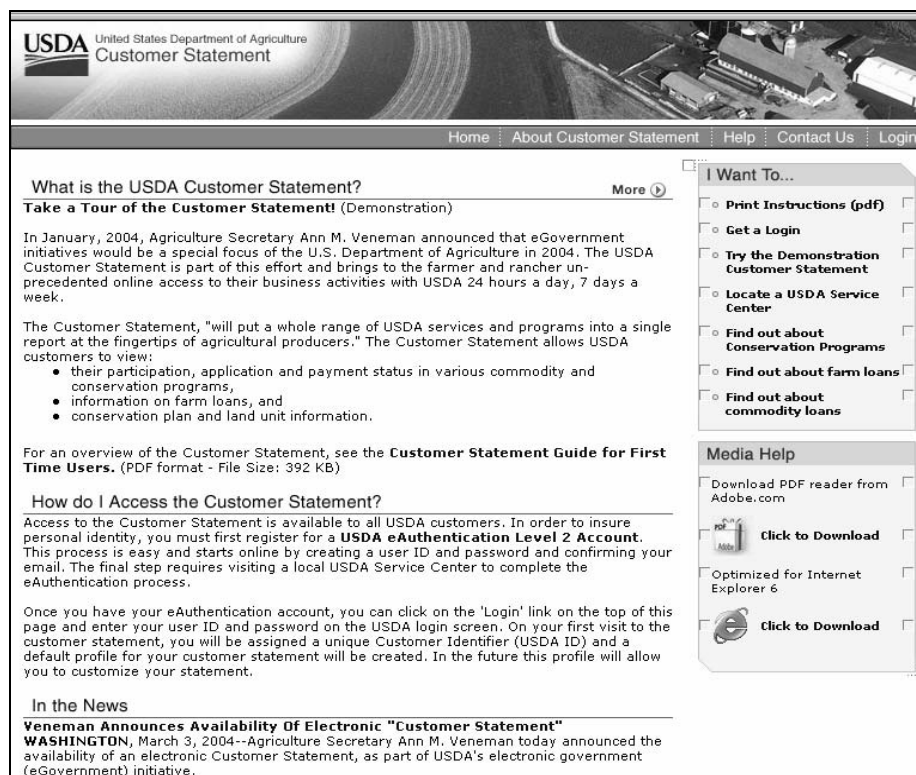
The following may access eLDP.

- All eLDP external customers who have a valid Level 2 eAuthentication user ID, password, and eLDP customer profile established.

- All County Office users who have a valid Level 2 eAuthentication user ID and password.

202 Security, User ID's, and Passwords (Continued)

B eAuthentication Login Screen

External customers and County Office users shall access the eLDP web site by:

- accessing the Price Support Home Page at **www.fsa.usda.gov/dafp/psd**
- clicking "**eLDP Functions**".

The USDA eAuthentication Warning Screen will be displayed. Click "Continue" and the eAuthentication Login Screen will be displayed.

202   Security, User ID's, and Passwords (Continued)

C   RLMS

County Offices shall establish an eRepresentative role in RLMS for individuals that will represent an entity or joint operation.

County Offices can access the RLMS:

- Representative Customer Maintenance at
  https://aegean.sc.egov.usda.gov/representatives/DelegationMaint/FindRep.asp

- Representative Maintenance at
  https://aegean.sc.egov.usda.gov/representatives/RepresentativeMaint/FindRep.asp.

203   Accessing the eLDP Web Site

A   Price Support Home Page

County Office and external customers shall access the eLDP web site from the Price Support Home Page at **www.fsa.usda.gov/dafp/psd**.

The following is an example of the Price Support Home Page.

203   Accessing the eLDP Web Site (Continued)

   B   Welcome to Price Support Screen

   After successfully logging in according to paragraph 202:

   - **County Office** users will be directed to a county eLDP web site, from which County Office eLDP actions will be initiated

   - **external customers** will be directed to an external customer eLDP web site, from which eLDP applications will be initiated

   - **State Office** users will have inquiry capabilities to view customer profiles and eLDP transactions processed within the State.

   The following is an example of the Welcome to Price Support Screen for State and County Offices.

203   Accessing the eLDP Web Site (Continued)

   C Welcome to Price Support Screen for External Customers

   The following is an example of the Welcome to Price Support Screen for **external customers**.
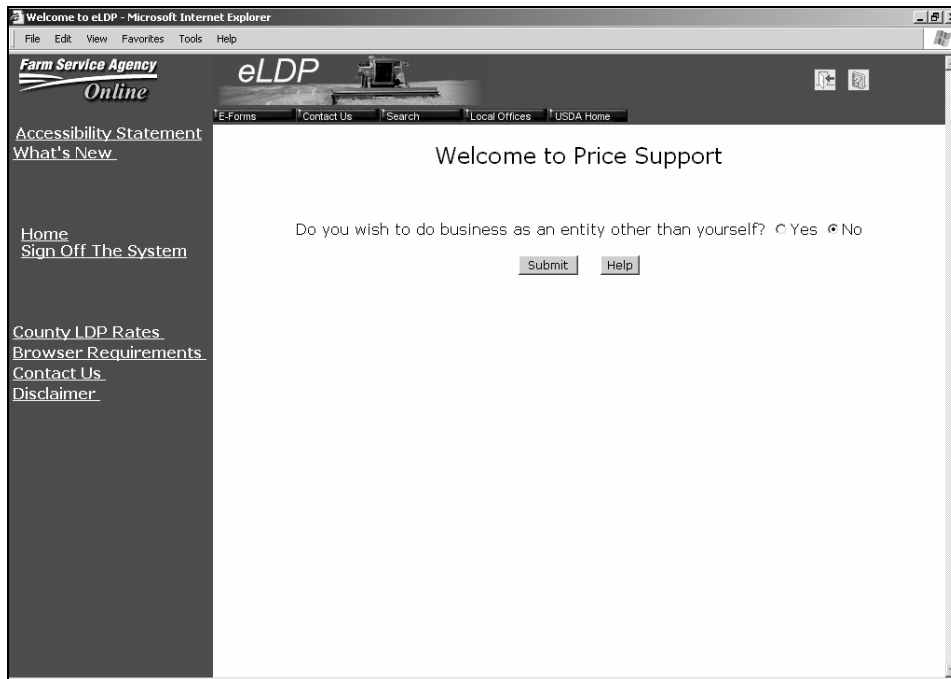
   External customers will be asked who they want to transact business for, themselves or for an entity they have been set up to represent according to subparagraph 202 C. When applicable, their representative role will be called from the eRepresentative database in RLMS to facilitate further processing.

204-250   (Reserved)

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251   General Information

A   Customer Profiles for eLDP

An eLDP customer profile can be any of the following.

- A **common customer profile** which is used for all SCIMS business types except those for joint operations.

- A **partnership profile** which is used for general partnerships.

- A **joint venture profile** which is used for joint ventures with an employer identification number.

CMA and DMA eLDP processing:

- **do not** require a customer profile

- is facilitated by **master reference tables** that are maintained by PSD's CMA/DMA Program Manager.

Before an eLDP application can be submitted to the central **eLDP** processing web site from either an **external site** or a **County Office**, a customer profile must be established **1** time, **each** crop year, at the central eLDP processing web site for each county in which the customer desires eLDP services according to this paragraph by the customer's County Office. The customer profile:

- contains:

  - customer and commodity eligibility information
  - the customer PLM for eLDP
  - the producer's reasonable production, by commodity/class/type

- shall be updated over time by the customer's County Office whenever existing customer profile entries change.

251   General Information (Continued)

B   Profile Functions

The following is an example of the Profile Process Screen with the available functions for eLDP profiles.
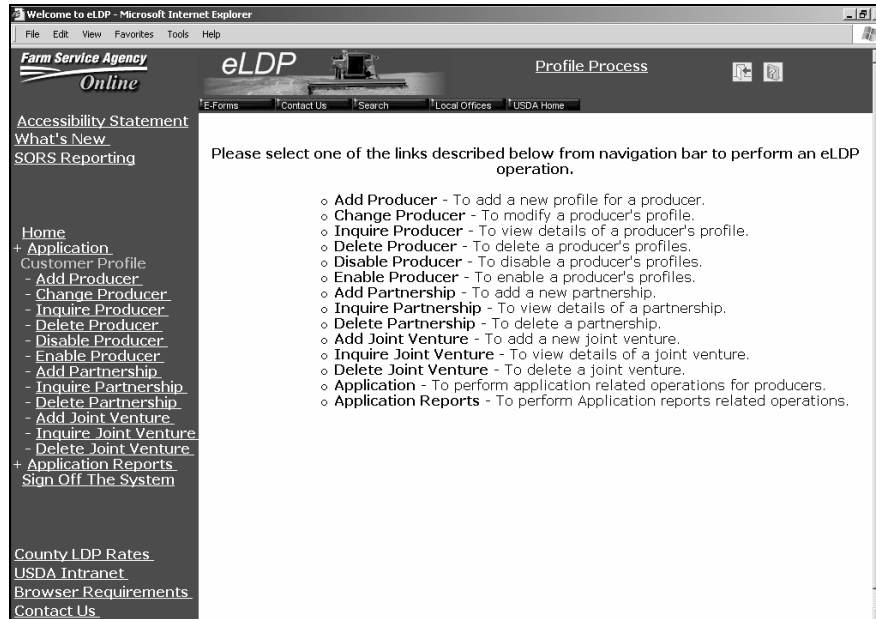
252   Producer Profile Functions

A   Add Producer Function
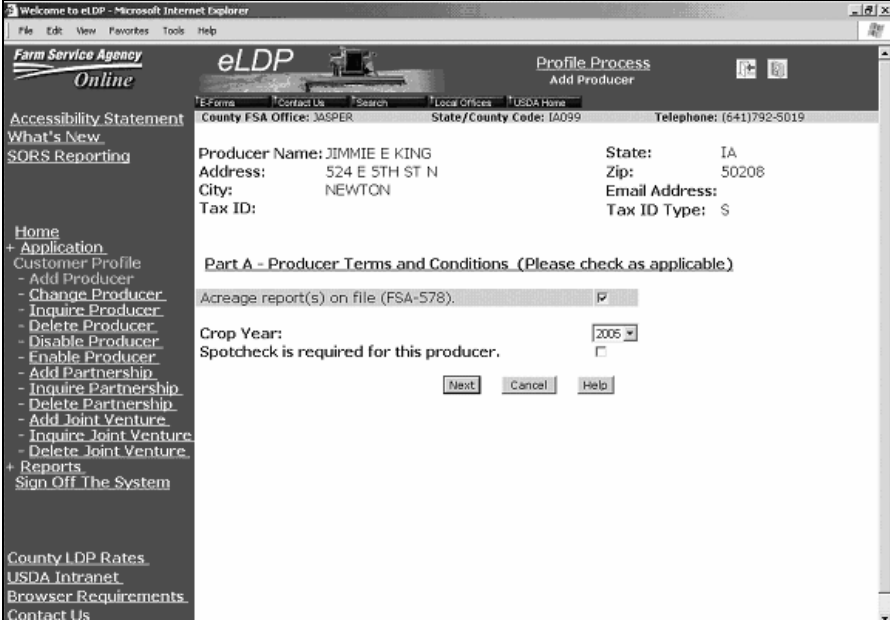
Establish a **common customer profile** with access to the eLDP web site according to paragraph 203.

Establish a common customer profile according to the following.

Step	Action
1	On the **Welcome to Price** Support Screen, use the drop-down box to select the customer's servicing State and county. **Note:** Customer profiles are county specific. If the customer is multi-county and participates in more than 1 county, a customer profile must be established in each county.
2	Click "**Customer Profile**".
3	Click "**Add Producer**". The Customer Search Screen will be displayed. Use "SCIM Search" to find the customer. **Note:** eLDP's cannot be completed for customers **not** found in SCIMS.
4	Select the customer to be added.
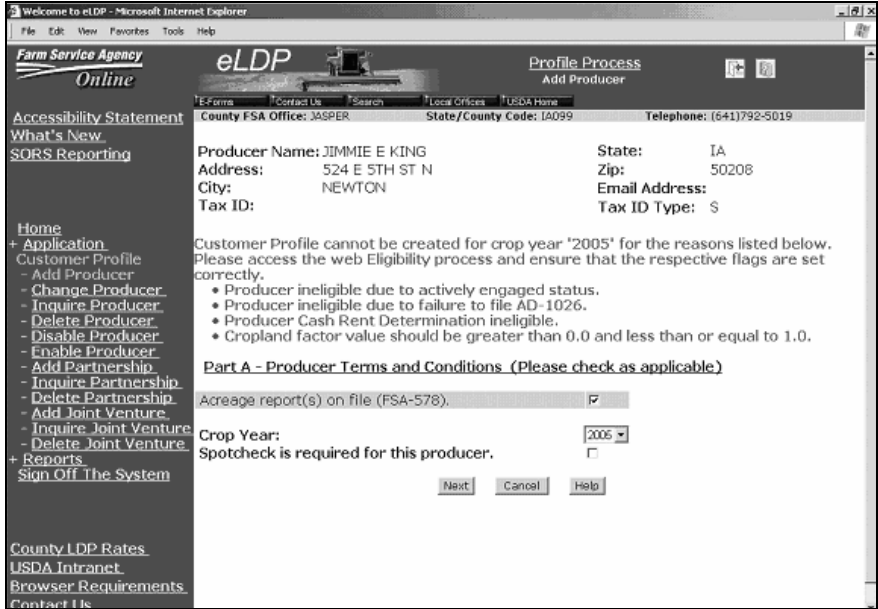
252   Producer Profile Functions (Continued)

   A   Add Producer Function (Continued)

Step	Action
5	On the Profile Process – Add Producer Screen: • click the box if the acreage report(s) on file (FSA-578) • in the drop down box, select the applicable **crop year** • click the box if a spot check is required for this producer • click "**Next**". **Note:** If the acreage report has not been filed, a customer profile shall **not** be established.

252   Producer Profile Functions (Continued)
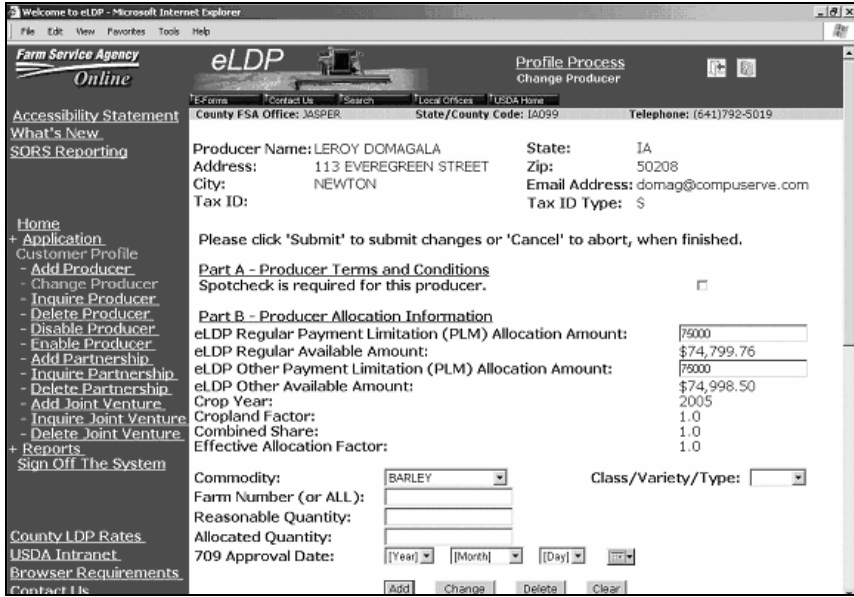
   A   Add Producer Function (Continued)

Step	Action
6	When establishing customer profiles for the first time, the software will: • read the web-based subsidiary files to determine eligibility • list the reasons **if** the producer is ineligible for payment. The following is an example of a producer in which a profile **cannot** be established. County Offices shall address invalid determinations before proceeding with establishing a customer profile. When all determinations contain valid conditions, enter the required information from Part A – Producer Terms and Conditions.
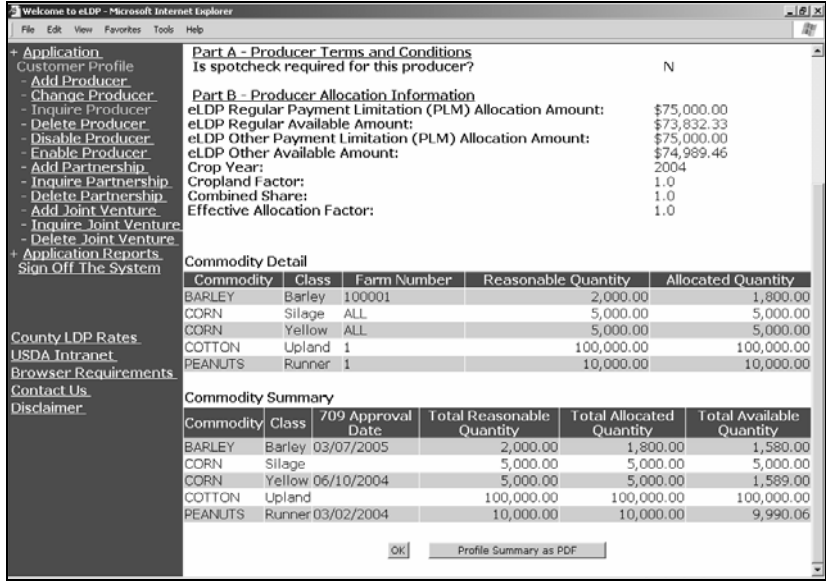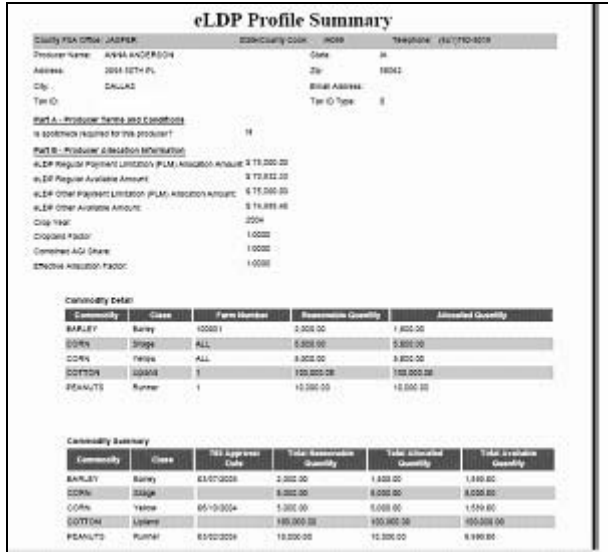
252   Producer Profile Functions (Continued)

A   Add Producer Function (Continued)

Step	Action
7	On the Profile Process –Add Producer Screen, enter the following: • eLDP payment limitation amounts • commodity • farm number(s) or "ALL" • class/variety/type • reasonable quantity as obtained from the price support eligibility queries for the farm number(s) or the sum of all farms if "ALL" has been entered • CCC-709 approval date (if applicable). After allocations have been made for each commodity and farm, click "**Add**". Additional commodities and farms can be added to complete the profile. Click "**Change**", "**Delete**", or "**Clear**" to make corrections to commodity detail entries. After all commodities have been entered, click "**Submit**".

252   Producer Profile Functions (Continued)

    A   Add Producer Function (Continued)

Step	Action
8	The following is an example of the Customer Profile – Add Producer Screen after entries have been made.
9	Click "**Profile Summary as PDF**" for a printed version.

252   Producer Profile Functions (Continued)

B   Change Producer Function

Changes to the customer profile can be made to:
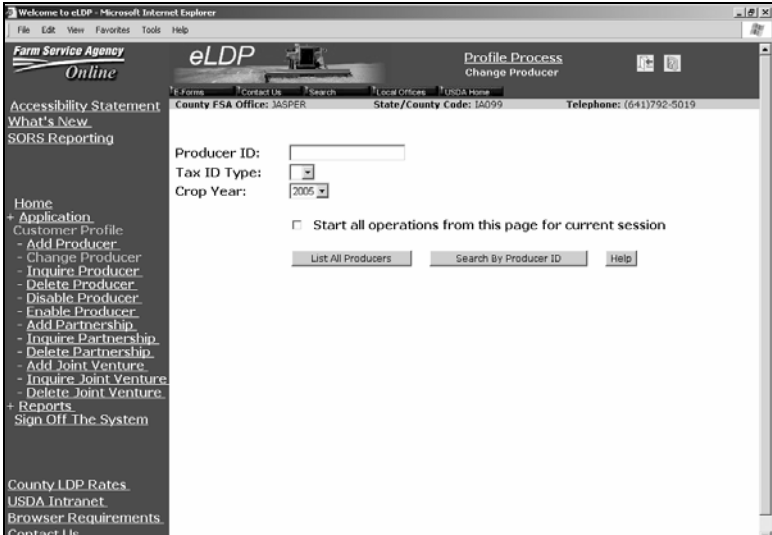
- increase or decrease quantity and PLM's
- add or delete crops
- modify CCC-709 approval date
- modify class
- modify farm number(s).

County Offices shall change a customer profile according to the following.

Step	Action
1	On the Welcome To Price Support Screen, click "**Customer Profile**".
2	On the Profile Process Screen, click "**Change Producer**".
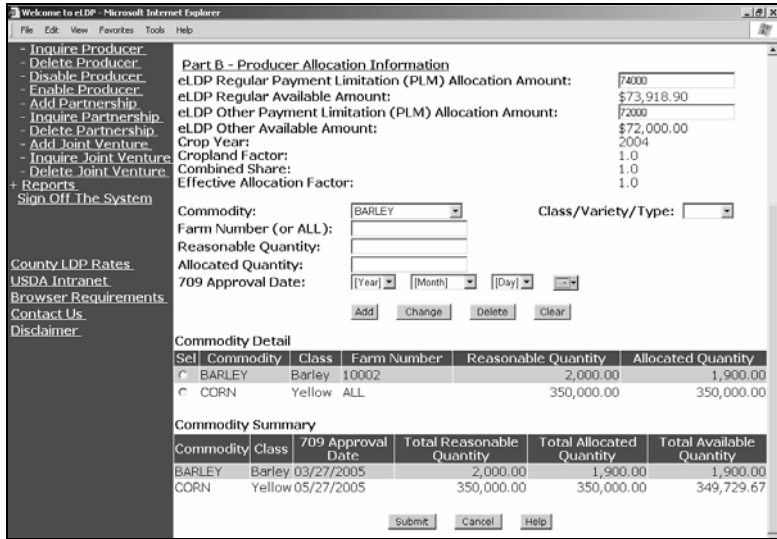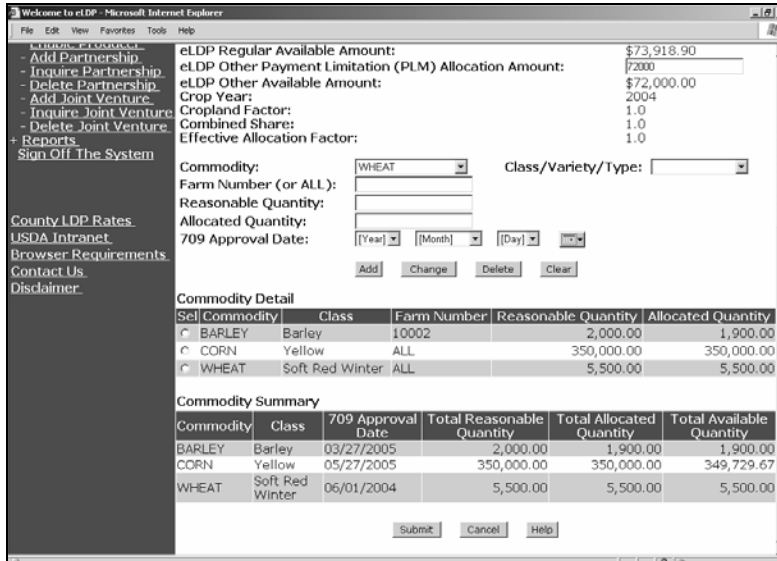
252   Producer Profile Functions (Continued)

B   Change Producer Function (Continued)

Step	Action
3	On the Profile Process – Change Producer Screen, either: • search by a producer's ID according to the following : • the producer ID number • tax ID type • crop year • click "**Search by Producer ID**" • list all producers according to the following: • in the drop-down box, select the crop year • click "**List all Producers**" • select the producer's name • click "**OK**".

252   Producer Profile Functions (Continued)

B   Change Producer Function (Continued)

Step	Action
4	Select the commodity by clicking the radio button to the left of the commodity.
5	Make applicable change(s).
6	Click: • "**Add**" after adding new crops • "**Change**" after modifying existing crop profiles • "**Delete**" when deleting an existing crop profile.
7	Click "**Submit**".

252   Producer Profile Functions (Continued)

C   Inquire Producer Function

County Offices can choose to select either of the following:

- all customer profiles
- individual producer.

The "**Inquire Producer**" function can only be used to view 1 or more producer(s) profiles.

The following is an example of the Inquire Producer Screen.

D   Delete Producer Function

County Offices shall use the "**Delete Producer**" function to delete a producer profile that was entered in error. If an eLDP application has been filed, the profile **cannot** be deleted.

E   Disable Producer Function

County Offices shall use the "**Disable Producer**" function to disable a producer profile.

F   Enable Producer Function

County Offices shall use the "**Enable Producer**" function to enable a producer profile that was previous disabled.

253 Partnership Profile Functions
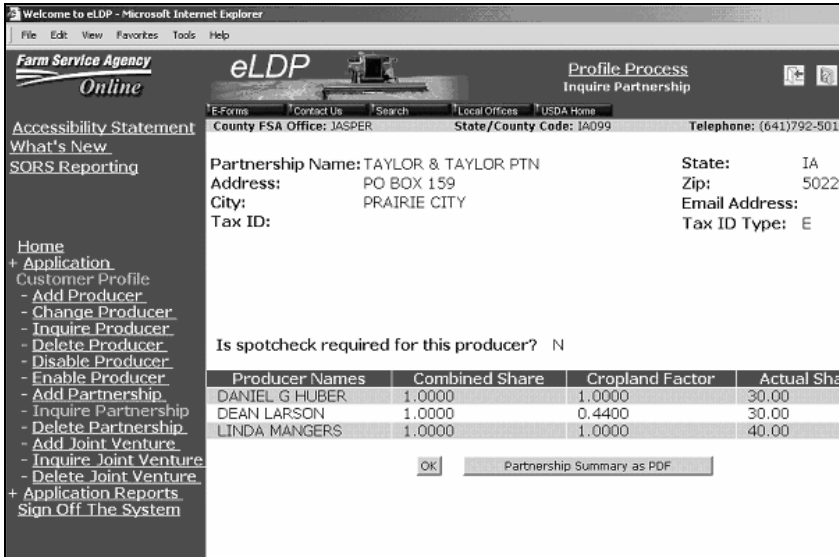
A Add Partnership Function

Common producer profiles must be established for each member according to paragraph 202 **before** establishing a partnership profile.

A partnership profile will be created 1 time. Before a partnership may file an application during a specific crop year, customer profiles shall be established each crop year and for each member.

Establish a partnership profile according to the following.

Step	Action
1	On the **Welcome to Price Support** Screen, use the drop-down box to select the member's State and county.
2	Click "**Customer Profile**".
3	Click "**Add Partnership**".
4	Select the partnership from SCIMS. The members of the partnership will be displayed. **Note:** If any of the members do not have a producer customer profile established, the partnership cannot be established.
5	Click: • "**Add Partnership**" • "**OK**". The Profile Process – Inquire Partnership Screen will be displayed with the partnership summary. The following is an example of the partnership summary.

253 Partnership Profile Functions (Continued)

B Inquire Partnership Function

County Offices can use the "**Inquire Partnership**" function to look up a partnership that has already been added to the partnership profile.

C Delete Partnership Function

County Offices can use the "**Delete Partnership**" function to delete a partnership profile. If an eLDP application has been filed, the profile **cannot** be deleted.

254 Joint Venture Profile Functions
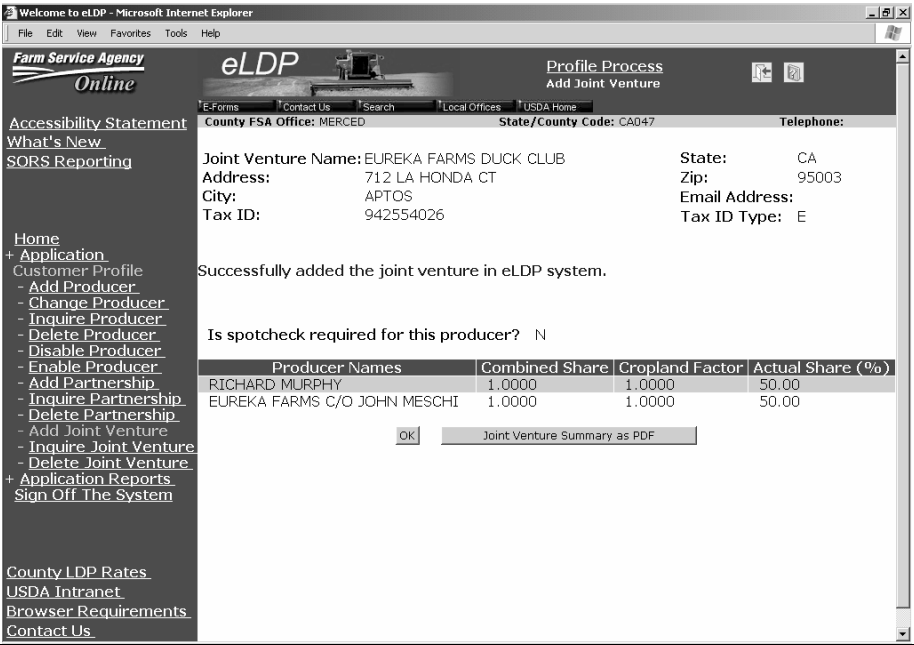
 A Add Joint Venture Function

 County Offices shall establish joint venture profiles according to the following.

Step	Action
1	On the **Welcome to Price Support** Screen, use the drop-down box to select the member's State and county.
2	Click "**Customer Profile**".
3	Click "**Add Joint Venture**". The Customer Search Screen will be displayed. Use "SCIM Search" to find the joint venture.
4	Select the joint venture from SCIMS. The Profile Process – Add Joint Venture Screen will be displayed with the joint venture summary.

The following is an example of the joint venture summary.

Note: If any of the members do not have a producer customer profile established, the partnership **cannot** be established.

254 Joint Venture Profile Functions (Continued)

A Adding the Joint Venture Function (Continued)

Step	Action
5	Click: • "**Add Joint Venture**" • "**OK**". A joint venture summary page will be displayed.

B Inquire Joint Venture Function

County Offices can use the "**Inquire Joint Venture**" function to look up a joint venture that has already been added to the partnership profile.
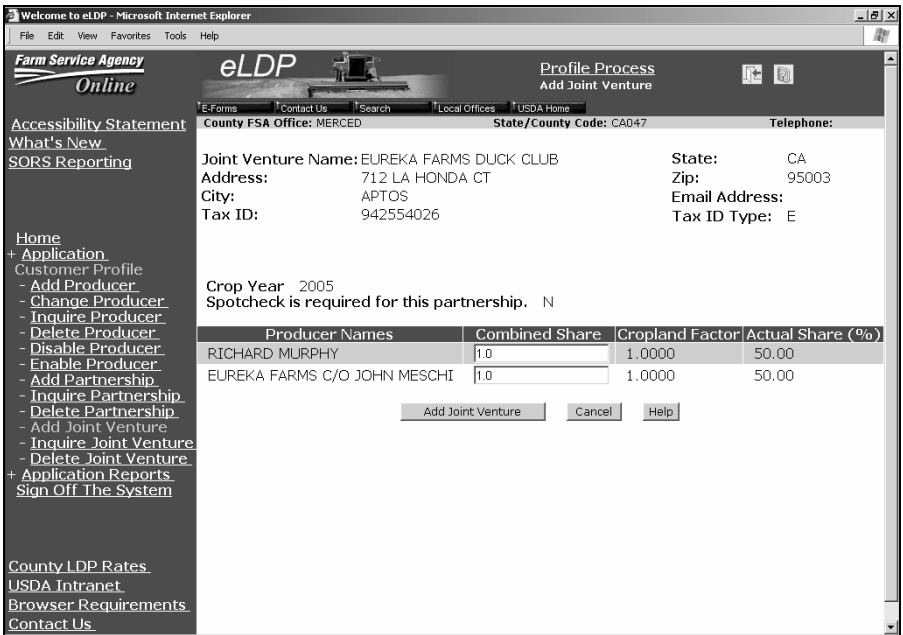
C Delete Joint Venture Function

County Offices can use the "**Delete Joint Venture**" function to delete a joint venture profile. If an eLDP application has been filed, the profile **cannot** be deleted.

255-299 (Reserved)

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Part 3   eLDP Applications

Section 1   General Provisions

300   General Information

A   eLDP Requests Submitted to County Offices

eLDP requests that are submitted to the County Office are considered complete when the County Office receives a completed and signed:

- CCC-633 EZ, pages 1 and 2
- CCC-633 LDP, according to 8-LP, paragraph 307
- CCC-709, according to 8-LP, paragraph 305
- FSA-237, according to 1-CM for FAXed eLDP requests.

B   eLDP Requests Submitted Online by External Customers

eLDP requests submitted online by an authorized external customer do **not** file applicable LDP forms according to 8-LP, paragraphs 305 and 307. The online submission is the request.

C   eLDP Applications

eLDP applications may be processed for:

- farm-stored quantities
- farm-stored measured quantities
- field direct
- load summary (County Office use only).
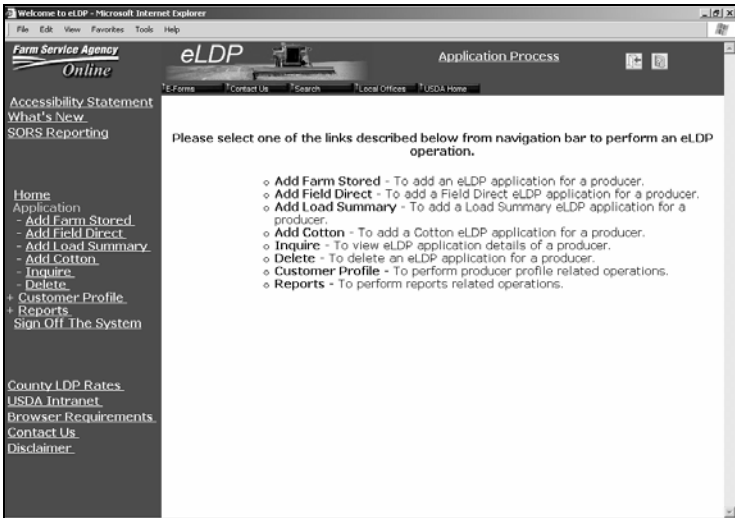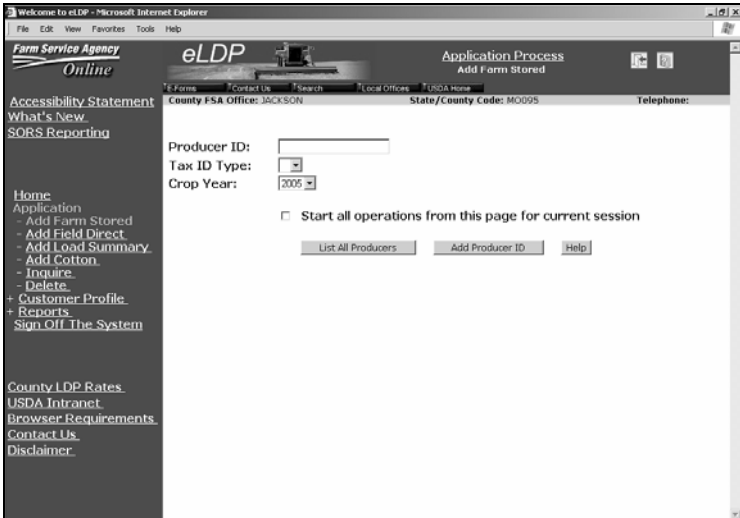
301-320   (Reserved)

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Section 2   Initial eLDP Applications Processing

321   Individual and Entity eLDP Applications
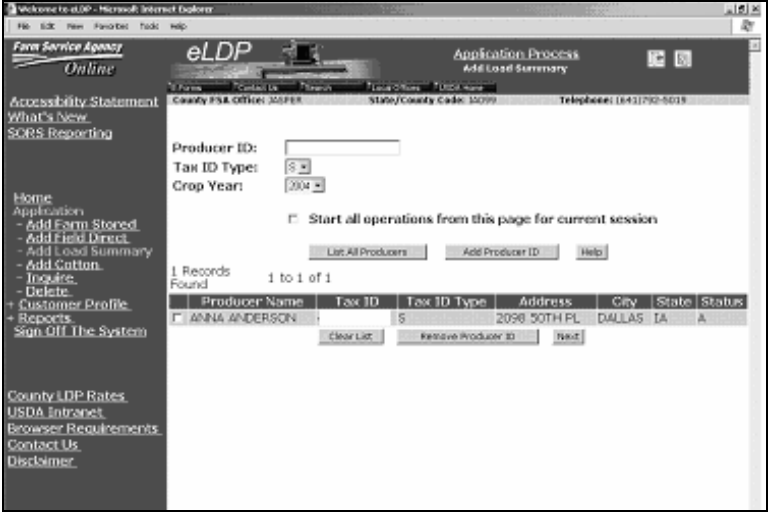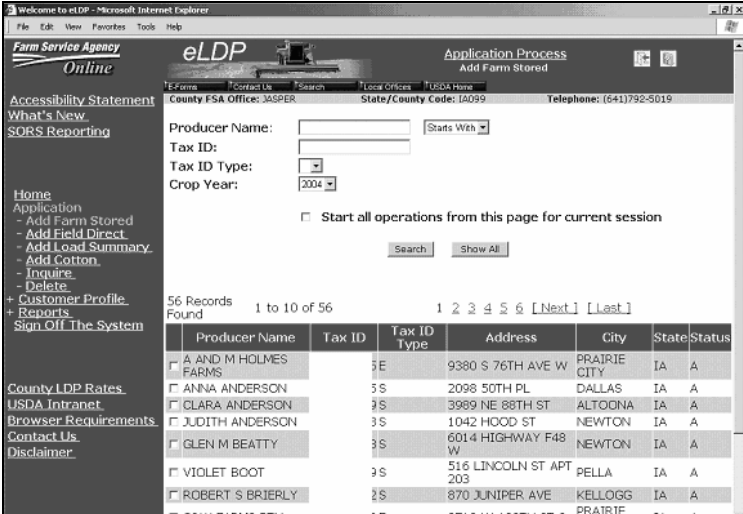
A   County Office Processed Applications

County Offices shall process eLDP's for individuals and entities according to the following.

Step	Action
1	Access the eLDP web site according to paragraph 23.
2	On the **Welcome to Price Support** Screen, use the drop-down box to select the producer's State and county.
3	On the Application Process Screen, click "**Application**".
4	Select the type of application. An Application Process Screen will be displayed.

321   Individual and Entity eLDP Applications (Continued)

A   County Office Processed Applications (Continued)

Step	Action
5	On the Application Process Screen, either: • search by the producer/entity ID number according to the following: • enter the producer/entity ID number and type • click "**Add Producer ID**" • click "**Next**" to proceed to application • list established profiles according to the following: • click "**List All Producers**" for a list of profiles established • select the applicable producer • click "**OK**".

321 Individual and Entity eLDP Applications (Continued)
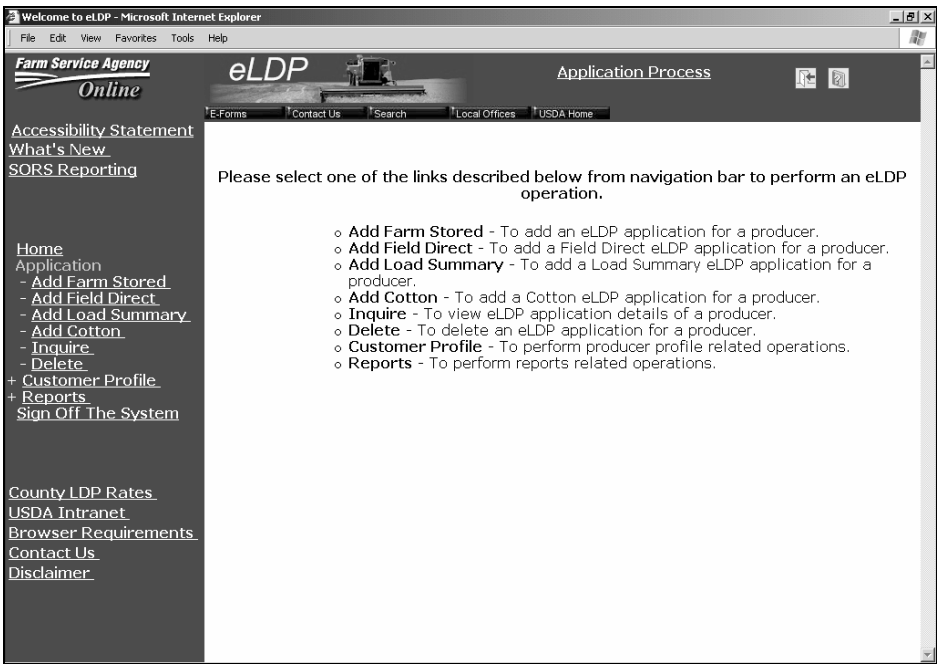
A County Office Processed Applications (Continued)

Step	Action
6	Continue to process applications accordingly. For: • farm-stored applications, see paragraph 366 • field direct applications, see paragraph 367 • load summary applications, see paragraph 368.

322   Partnership and Joint Venture Applications
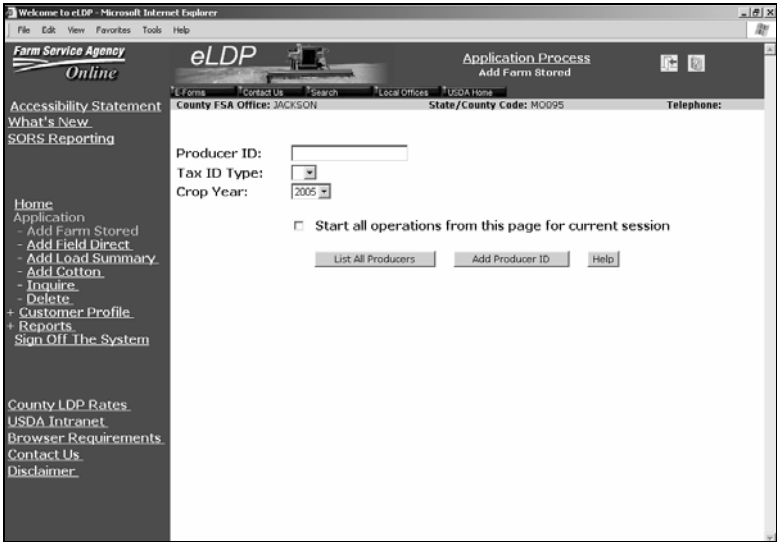
A   County Office Applications

County Offices shall process eLDP's for partnerships according to the following.

Step	Action
1	Access the eLDP web site according to paragraph 23.
2	On the **Welcome to Price Support** Screen, use the drop-down box to select the partnership or joint venture's State and county.
3	Click "**Application**".

322   Partnership and Joint Venture Applications (Continued)

   A   County Office Applications (Continued)

Step	Action
4	Select type of application. An Application Process Screen will be displayed.

322   Partnership and Joint Venture Applications (Continued)

A   County Office Applications (Continued)

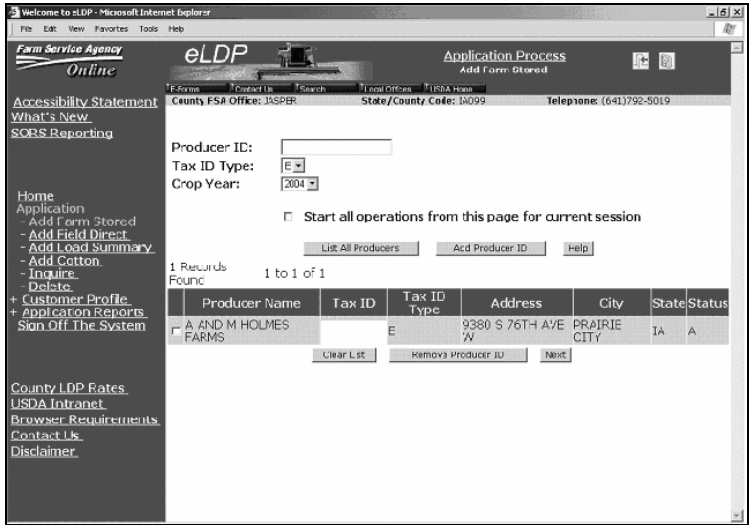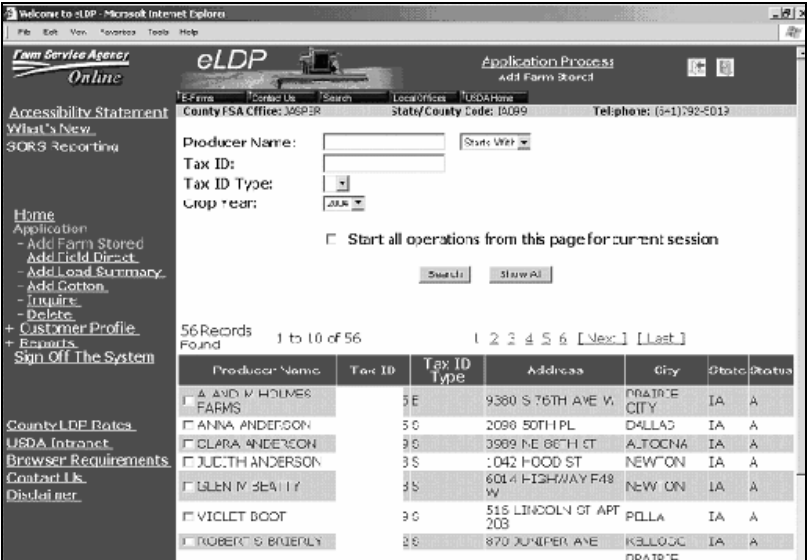| Step	Action
5	On the Application Process Screen, either: • search by joint venture ID number according to the following: • enter the partnership or joint venture ID number and type • click "**Add Producer ID**" • click "**Next**" to proceed to the application • list established profiles according to the following: • click "**List All Producers**" for a list of profiles established • enter the applicable partnership or joint venture • click "**OK**".

322   Partnership and Joint Venture Applications (Continued)
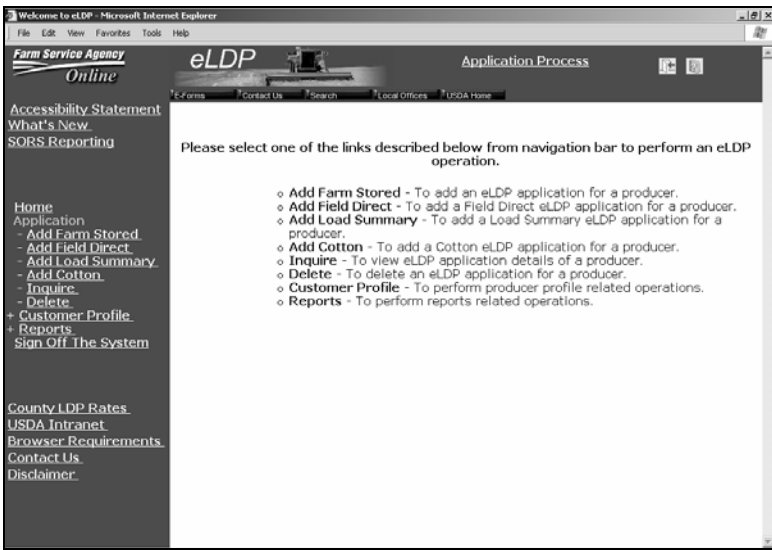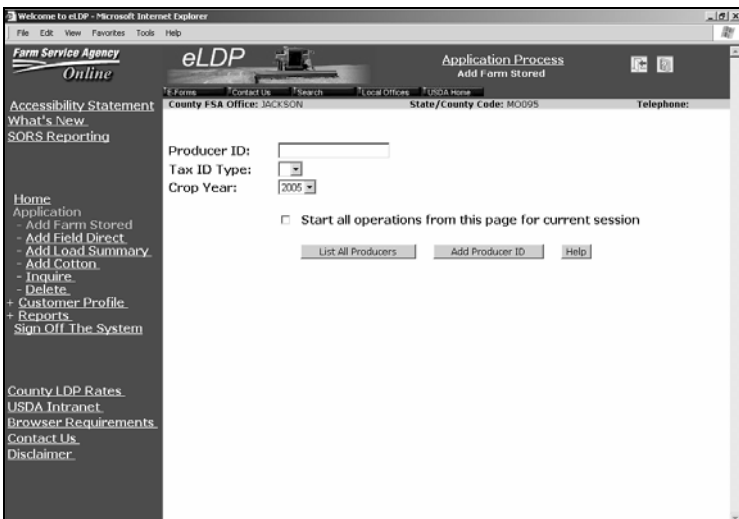
A   County Office Applications (Continued)

Step	Action
6	An Application Process Screen will be displayed.
	If shares are correct, then click "Continue with Original Member Shares".
	To change the displayed shares:
	• enter a revised share percent • click "Update Member Shares".
7	Continue to process applications accordingly. For:
	• farm-stored applications, see paragraph 366 • field direct applications, see paragraph 367 • load summary applications, see paragraph 368.

323   Multiple Producer Applications
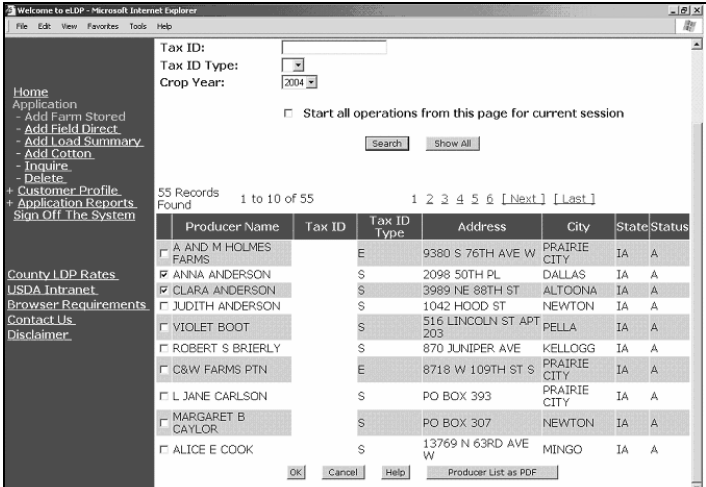
    A County Office Applications

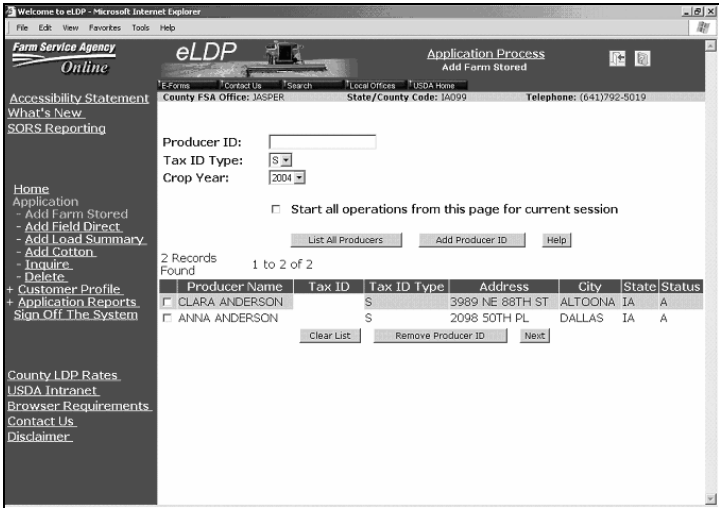   County Offices shall process eLDP's for multiple producer applications according to the following.

Step	Action
1	Access the eLDP web site according to paragraph 23.
2	On the **Welcome to Price Support** Screen, use the drop-down box to select the partnership or joint venture's State and county.
3	Click "**Application**" and the Application Process Screen will be displayed.
4	On the Application Process Screen, click the type of application. An Application Process Screen will be displayed.

323   Multiple Producer Applications (Continued)

A   County Office Applications (Continued)

Step	Action
5	On the Application Process Screen, either: • add a producer ID according to the following: • enter the producer identification number and type • click "**Add Producer ID**" • enter additional producer identification number and type • click "**Next**" • list established profiles according to the following: • click "**List All Producers**" • enter the applicable producers • click "**OK**".

323   Multiple Producer Applications (Continued)

   A   County Office Applications (Continued)

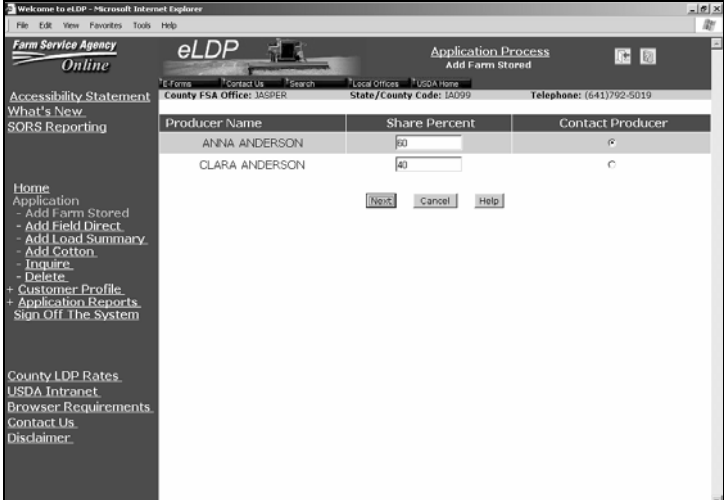| Step	Action
6	On the following Application Screen: • enter the applicable shares • enter the contact shares • click "**Next**".
7	Continue to process applications accordingly. For: • farm-stored applications, see paragraph 366 • field direct applications, see paragraph 367 • load summary applications, see paragraph 368.
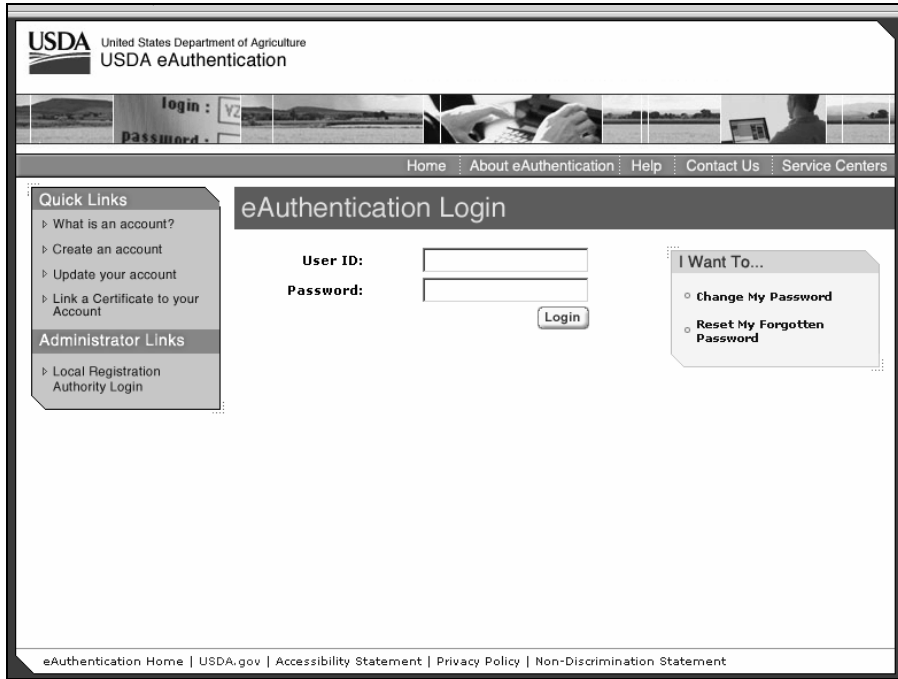
324   External Producer Processed Applications

A   Applications from External Locations

Customers from external sites, such as a farm, who have been authorized for eLDP and who have already had a customer profile established for them by the County Office, may use their computer to submit an eLDP application to the central processing web site.
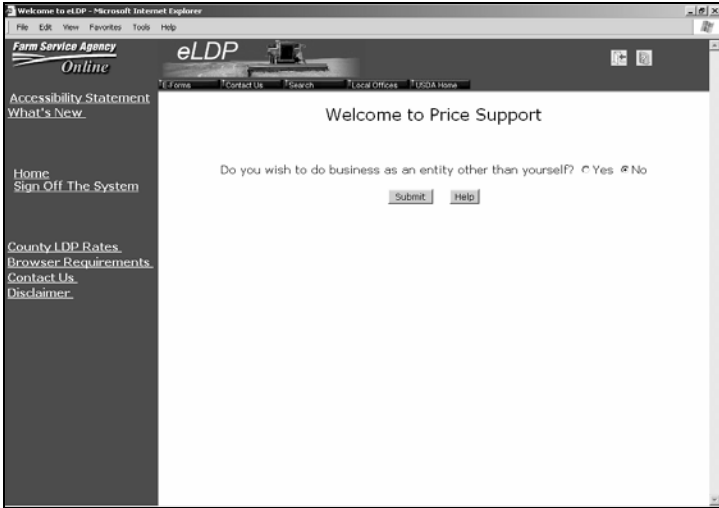
eLDP applications from external locations for external customers other than "individuals" require the applicable "role" to be established for the filing person in RLMS according to subparagraph 202 C.

External customers shall process external application according to the following.

Step	Action
1	Access the eLDP web software from either of the following web sites: • **www.fsa.usda.gov/dafp/psd** • **www.fsa.usda.gov/egov/eldp_default.htm**.
2	Enter eAuthentication user ID and password before an application can be processed.

324   External Producer Processed Applications (Continued)

   A   Applications from External Locations (Continued)

Step	Action
3	The **Welcome to Price Support** Screen will be displayed. The question, "Do you wish to do business as an entity other than yourself", will be displayed. If the external customer clicks: • "**No**", the **Application Process** Screen will be displayed • "**Yes**", the producer will be prompted to select the entity that they represent and the **Application Process** Screen will displayed.
4	Click "**Application**" and the Application Process Screen will be displayed.
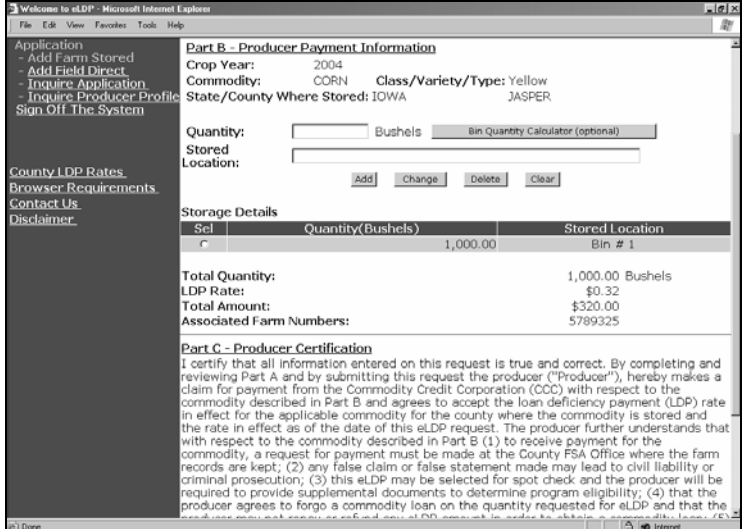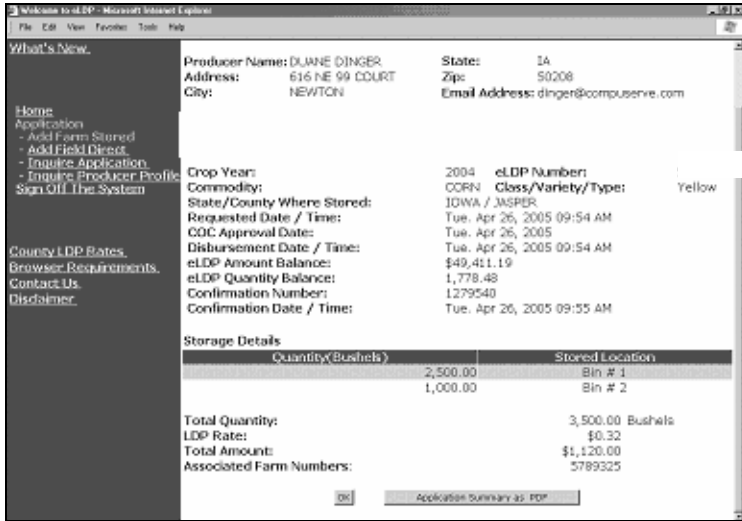
324 External Producer Processed Applications (Continued)

A Applications from External Locations (Continued)

Step	Action
5	On the applicable **Application Process** Screen, click either of the following: • "**Add Farm Stored**" to process a farm-stored application • "**Add Field Direct**" to process a field direct application.
6	For **farm-stored applications**, answer the questions on the following Application Process Screen.
7	Once the questions have been answered, click "**Next**".
8	On "**Part B - Producer Payment Information**", enter the following: • crop year • commodity • class/variety/type • State and county where: • commodity is stored for farm-stored applications • acreage report is filed for field direct appliations. Click "**Next**".
9	Continue to process the application according to the type of application. For: • farm-stored applications, see paragraph 366 • field direct applications, see paragraph 367.
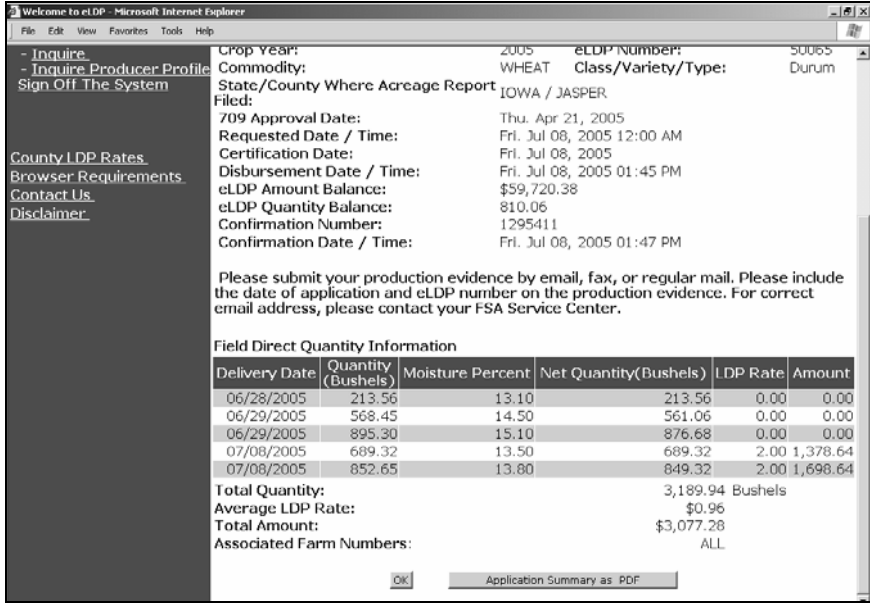
324   External Producer Processed Applications (Continued)

A Applications from External Locations (Continued)

Step	Action
10	The following is an example of a farm-stored application before submission. When the application is finished, click "**Submit**" at the bottom of the page. The following screen will be displayed. Print off a copy of the summary for records and retain actual production evidence for spot-check purposes.

324   External Producer Processed Applications (Continued)

   A   Applications from External Locations (Continued)

Step	Action
11	The following is an example of a field direct application after submission by an external customer. The external producer will receive a message to submit production evidence.
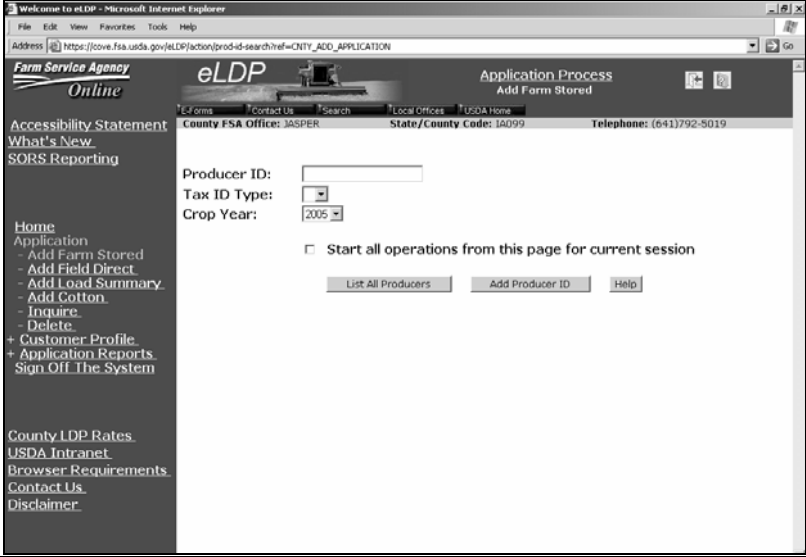
325-365   (Reserved)

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Section 3   Processing eLDP Applications

366   Farm-Stored Applications
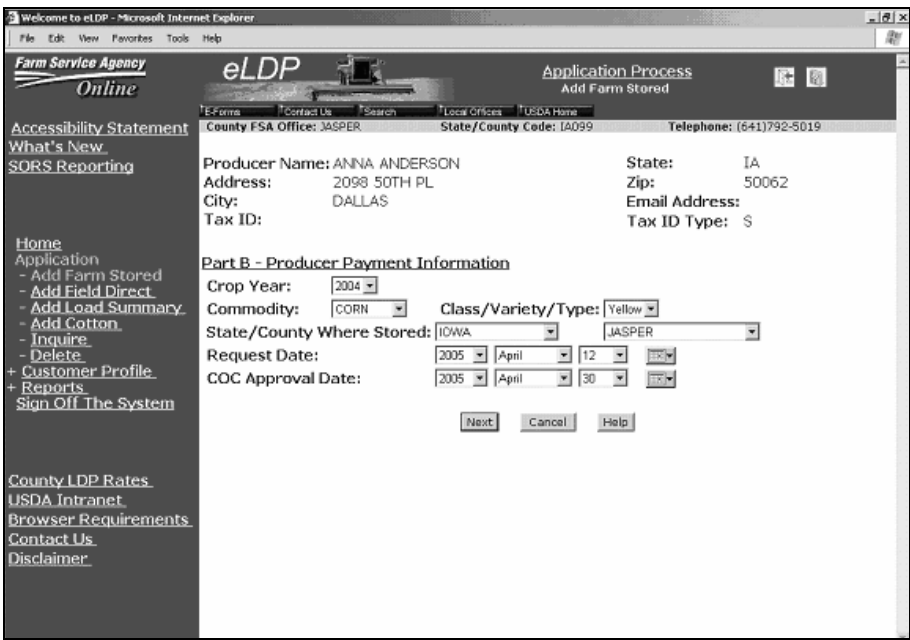
A   County Office Processed Applications
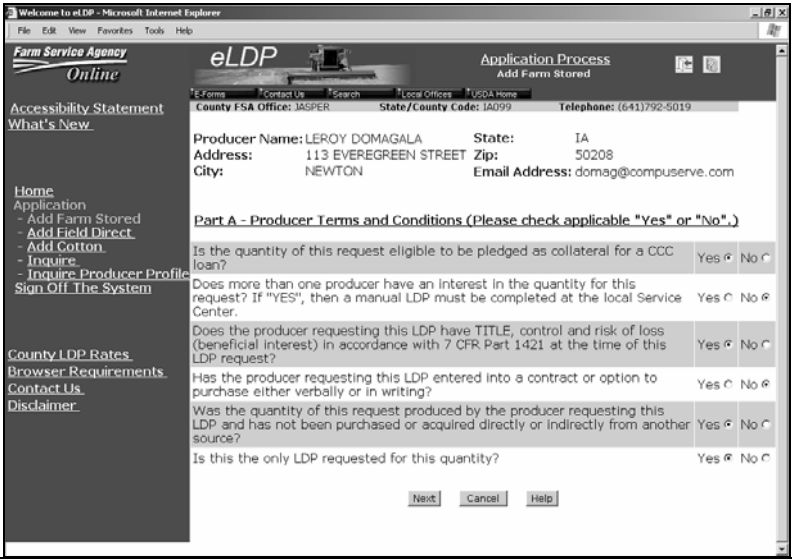
Process farm-stored applications according to the following.

Step	Action
1	Access the eLDP web site according to paragraph 23.
2	On the **Welcome to Price Support** Screen, click "**Add Farm Stored**". The Application Process – Add Farm Stored Screen will be displayed.
3	Select the type of applicant accordingly. For: • individuals and entities, see paragraph 321 • partnerships and joint ventures, see paragraph 322 • multiple producers, see paragraph 323.
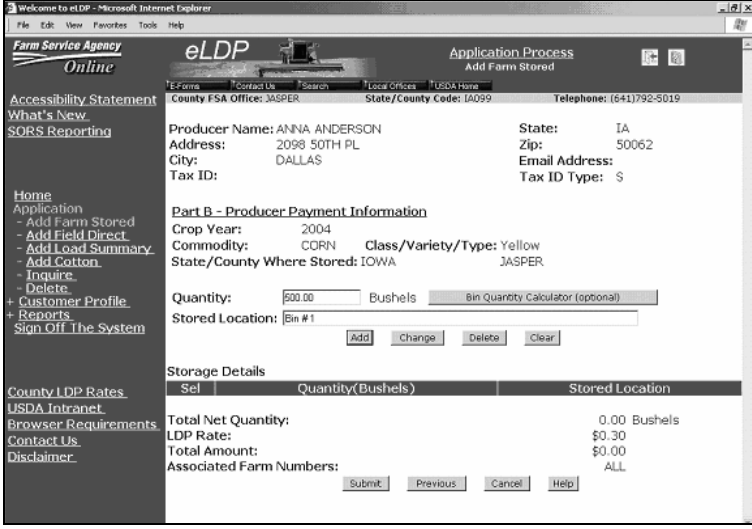
366   Farm-Stored Applications (Continued)

A   County Office Processed Applications (Continued)

Step	Action
4	On Application Process – Add Farm Stored Screen, use the drop-down boxes to enter the following: • commodity • class/variety/type • request date **Note:** The request date is the date the producer submitted CCC-633 LDP or CCC-633 EZ, page 2. This date is used to determine the LDP rate. • COC approval date. **Note:** The COC approval date is the date used to determine any applicable prompt payment interest. Click "**Next**".

366   Farm-Stored Applications (Continued)
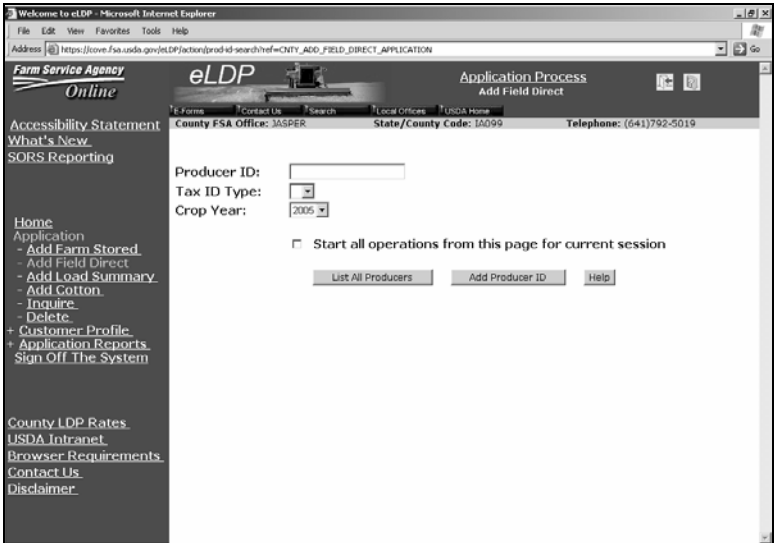
A   County Office Processed Applications (Continued)

Step	Action
5	Enter the following: • quantity • stored location. Click "**Add**". Make additional entries until all quantities and locations have been entered. The total quantity and the storage details for all entries will be displayed. Click "**Change**", **"Delete"**, or "**Clear**" to make corrections to storage detail entries.
6	Click "**Submit**" after all quantities and location have been entered.
7	Click "**Show Printer Friendly**" to view the Application Summary Screen.

367   Field Direct Applications
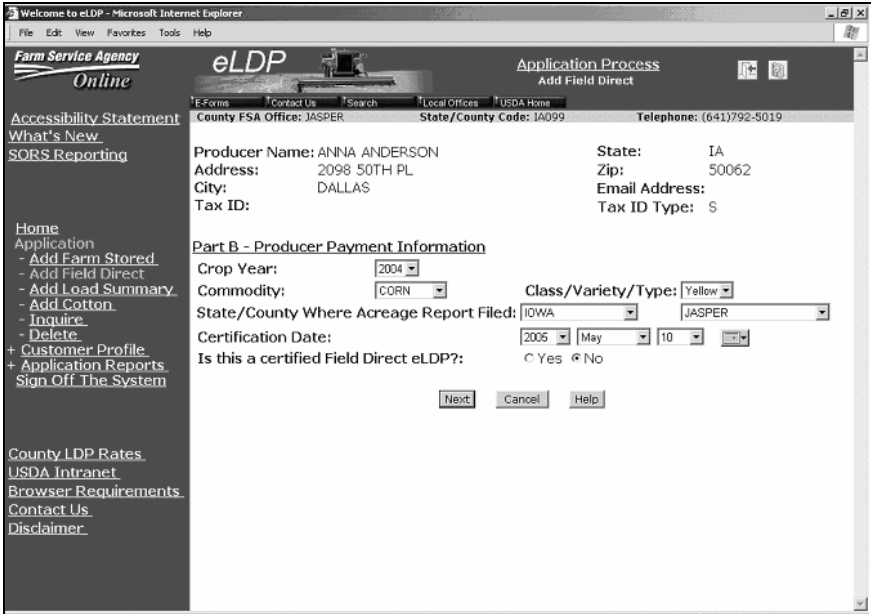
A   County Office Processed Applications

Process field direct applications according to the following.

Step	Action
1	Access the eLDP web site according to paragraph 23.
2	On the **Welcome to Price Support** Screen, click "**Add Field Direct**" and the Application Process – Add Field Direct Screen will be displayed.
3	Select the type of applicant accordingly. For: • individuals and entities, see paragraph 321 • partnerships and joint ventures, see paragraph 322 • multiple producers, see paragraph 323.

367   Field Direct Applications (Continued)

A   County Office Processed Applications (Continued)

Step	Action
4	On the **Application Process – Add Field Direct** Screen, enter the following: • crop year • commodity • class/variety/type • certification date • State and county where acreage report is filed • "Is this a certified Field Direct eLDP?"

367   Field Direct Applications (Continued)

A   County Office Processed Applications (Continued)

Step	Action
5	On the **Application Process - Field Direct** Screen: • enter the following: • delivery date • quantity • applicable moisture (optional) • click "**Calculate**" • enter "Share of Crop (%)" if other than 100 percent. The eLDP software will automatically: • deduct any applicable moisture • populate the LDP rate for the specified delivery date • allow delivery dates to be entered without a LDP rate • allow for 100 different entries • deduct quantity from the customer profile for the applicable crop. **Note:** An application can not be completed when **all** delivery dates result in a zero payment. An error message will be displayed instructing the user to verify the delivery dates before canceling the application. County Offices shall manually reduce the quantity on the customer profile for the applicable crop.
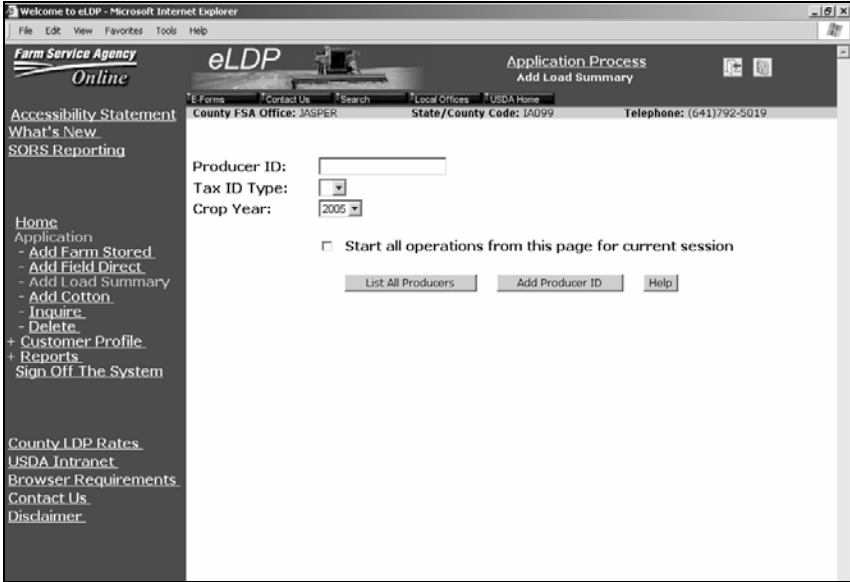
A County Office Applications (Continued)

Step	Action
6	The following screen will be displayed once all applicable entries have been entered. Click "**Submit**" to complete the application.

368   Load Summary Applications

A   County Office Processed Applications

Process load summary applications according to the following.

Step	Action
1	Access the eLDP web site according to paragraph 23.
2	On the **Welcome to Price Support** Screen, click "**Add Load Summary**".
3	Select the type of applicant accordingly. For: • individuals and entities, see paragraph 321 • partnerships and joint ventures, see paragraph 322 • multiple producers, see paragraph 323.

368   Load Summary Applications (Continued)

A   County Office Processed Applications (Continued)

Step	Action
4	On the Application Process – Add Load Summary Screen, enter the following: • commodity • class/variety/type • State and county where commodity is **stored** • request date • COC approval date. Click "**Next**".
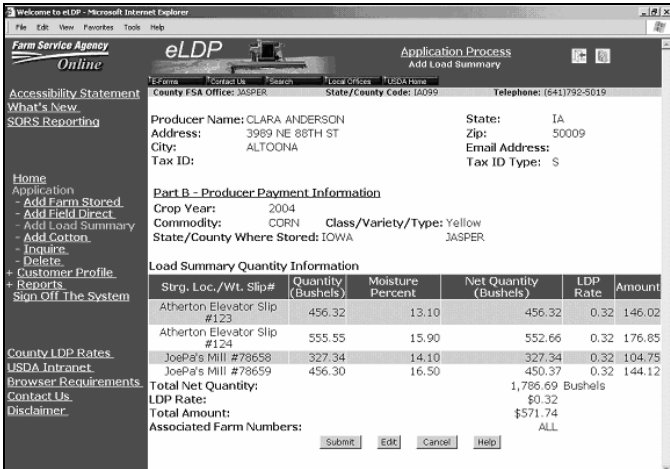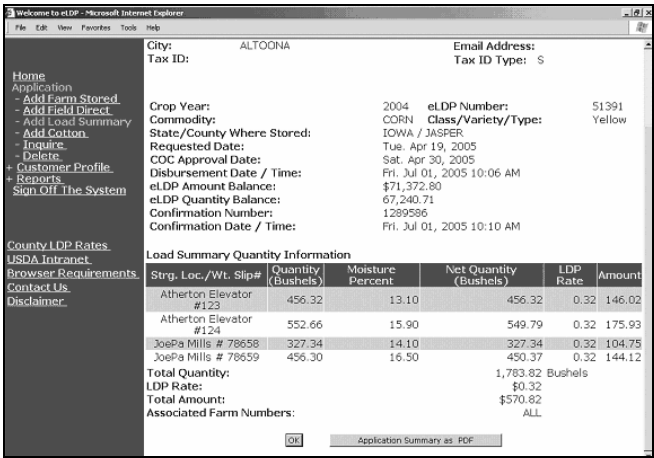
368   Load Summary Applications (Continued)

A   County Office Processed Applications (Continued)

Step	Action
5	Enter the following: • storage location and any applicable quantity identification (i.e. weight slip number) • quantity • any applicable moisture (optional). **Note:** Moisture percent column is not displayed for peanuts, wool, mohair, and pelts. Click "**Calculate**". The eLDP software will: • determine the LDP rate based on the request date of the application for the State and location of where commodity is stored • deduct any applicable moisture. Click "**Previous**" to go back to the previous screen.

368   Load Summary Applications (Continued)

A   County Office Processed Applications (Continued)

Step	Action
6	The following application summary screen will be displayed. Click either: • "**Submit**" to process the eLDP • "**Edit**" to go back to the previous screen.
7	The application summary page will be redisplayed. Click either of the following: • "**OK**" to return to the Welcome to Price Support Screen • "**Application Summary as PDF**" to print a summary of the application.

369-399   (Reserved)

Part 4   (Reserved)

400-499   (Reserved)

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Part 5   Payments

Section 1   General Information

500   General Information

A NPS

NPS is a centralized, web-based accounting application that interfaces with web-based program applications to complete the payment process.

NPS provides system verification that the County Office Certifying Official and Signing Official are different user ID's. If an employee is authorized to perform both roles, payments that the employee certifies will **not** appear on their signing worklist.

All eLDP payments are processed through NPS.

501   Using NPS to Process eLDP Payments

A NPS Web Site

County Office employees must have a valid eAuthentication user ID and password to login to the NPS web site. Login according to the following.

Step	Action
1	Access the FSA **Intranet** Home Page at **http://intranet.fsa.usda.gov/fsa/**.
2	Under "**Links**", click "**FSA Applications**".
3	Click "**FSA Financial Services**" and the FSA Financial Services Home Page will be displayed.
4	Click "**National Payment Service**".
5	Click "**Continue**" and the eAuthentication Screen will be displayed. Enter user ID and password.
6	Enter a valid eAuthentication user ID and password and click "**Login**". Depending on the user ID's security access level, 1 of the following will be displayed: • Service Center Representative's worklist • certifying official worklist • signing official worklist. If the user ID has more than 1 role, the banner on the left side of the screen allows the user to change roles. **Note:** If the user ID is an authorized Service Center Representative, the initial screen will always be the Service Center Representative worklist. Use the banner on the left side of the screen to change roles.

502   Payment Worklist for Certifying Official

A   General Information

The payment worklist for certifying officials contain all payments that:

- have been processed by the Service Center Representative
- do **not** require additional special processing by the Service Center Representative for:

  - prompt payment
  - foreign person tax withholdings
  - claims
  - receivables
  - other Agency claims.

  Note: An employee designated as a "Certifying Official" must have CCC-392 on file.

B   Processing Payments as a Certifying Official

If the certifying official is signing a payment electronically, then the certifying official must click on "Detail" for each payment to be electronically signed. Any special processing by the Service Center Representative will be displayed.

A certifying official may not change any of the Service Center Representative's special processing. The certifying official must click on the radio button to:

- defer the payment for later processing
- approve the payment as being proper, due, and payable as it is
- reset the payment for special processing by a Service Center Representative
- hold the payment for cancellation by the initiating web-based program application.

503   Payment Worklist for Signing Official

A   General Information

The payment worklist for signing officials contain all payments that have been electronically signed by a certifying official. The signing official's electronic signature is the last step in releasing the payments for disbursement.

B   Processing Payments as a Signing Official

The signing official must click on the applicable radio button to either:

- approve payment for disbursement
- dispute payment
- defer payment for later processing.

When the appropriate radio button has been selected, the signing official **must** click "Complete Sign Process" to electronically sign the approved payments for disbursement. Payments that were deferred will remain on the signing official's payment worklist. Payments that were disputed by the signing official will be displayed on the certifying official's worklist.

NPS will display a list of all payments that were approved or disputed. The signing official must:

- scroll to the bottom of the page to print out the list on a local printer
- file the printout in a folder labeled "NPS Payments"
- maintain the printout for 2 years.

C   Processing Applications when NPS is Unavailable

When any eLDP application is processed, by either an external producer or County Office, **and** NPS is unavailable, the application will:

- be held in a batched queued file until NPS becomes available
- be processed when NPS becomes available.

Note: The NPS queuing process is an internal process that is invisible to external-use customers and County Offices. However, if SCIMS and or the eLDP software are down, the external-use customers or County Office will still receive a message regarding the unavailability of the eLDP service at the time of application.

504-599   (Reserved)

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Part 6   Corrections

Section 1   General Information

600   eLDP Corrections and Deletions

A   eLDP Corrections

County Offices shall process corrections when:

*   incorrect quantities or data was entered in the online application by the producer based on incorrect information established in the customer profile, and not discovered until eLDP was submitted to the certification site for approval

*   eLDP entered and processed by a County Office and later determined to contain data entry errors.

Note: Only County Offices can make corrections to existing eLDP's through eLDP software.

County Offices shall:

*   select the option through eLDP software to **delete** the original eLDP
*   re-enter the original eLDP with the correct information according Part 3
*   offset any receivable that is established.

Important: NPS generated receivables will automatically offset the receivable when the next NPS payment is processed. County Offices shall ensure that the receivable has been established in Financial Services before re-entering eLDP using eLDP web software. It could take up to 5 days for the receivable to be established. For questions about receivable software, see applicable FI notices.

600   eLDP Corrections and Deletions (Continued)

   B   eLDP Deletions

   Only County Offices can delete eLDP's.

   County Offices shall delete eLDP's when:

   • duplicate requests are made by producers for the same quantity
   • quantities are determined to be ineligible by County Offices.

601   Receivables Created as a Result of a Correction or Deletion

   A   eLDP's From External Locations

   eLDP's that were originally processed from an external location, and later deleted, will have
   a receivable automatically established in NPS.

   B   eLDP's Processed by County Offices

   eLDP's originally processed and **approved** by the County Office and later deleted will have
   a receivable automatically established in NPS.

   Note: eLDP's that have been certified but not approved can be deleted without a receivable
            being established.

   Important: NPS generated receivables will automatically offset the receivable when the
                next NPS payment is processed.

602   Spot Checks

A   Spot Checks Resulting in a Shortage

Until eLDP software becomes available for recording spot checks resulting in a shortage that are not considered a violation, County Offices shall:

- take the option to **delete** eLDP for shortages using eLDP software
- re-enter eLDP with the correct quantity and information according to Part 3.

B   Spot Checks Resulting in a Violation

Until eLDP software becomes available for recording spot checks that result in a violation, County Offices shall:

- take the option to **delete** eLDP using eLDP software
- re-enter eLDP with the correct quantity and information according to Part 3
- manually prepare a violation letter according to 8-LP, Part 6.

Important: NPS generated receivables will automatically offset the receivable when the next NPS payment is processed. County Offices shall ensure that the receivable has been established in Financial Services before re-entering eLDP using eLDP web software. It could take up to 5 days for the receivable to be established. For questions about receivable software, see applicable FI notices.

603   Liquidated Damages and Duplicate LDP's

A   Assessing Liquidated Damages

Until eLDP software becomes available for processing liquidated damages, County Offices shall:

- manually calculate liquidated damages according to 8-LP, paragraph 614
- enter program code "PSLIDACOMM" when processing the liquidated damages in CRS.

604-699   (Reserved)

Part 7   Application Reports

700   Production Evidence Reports

A   General Information

County Offices have the **optional** capability to record acceptable production evidence for eLDP applications.

When acceptable production evidence is recorded for an eLDP, that eLDP will **not** become part of the spot-checking pool.

Note: Recording acceptable production evidence for eLDP's is an **optiona**l function available to County Offices. County Offices that use this function will have a lower percentage of eLDP's to spot-check. eLDP's without acceptable production evidence are subject to spot-checking provisions.
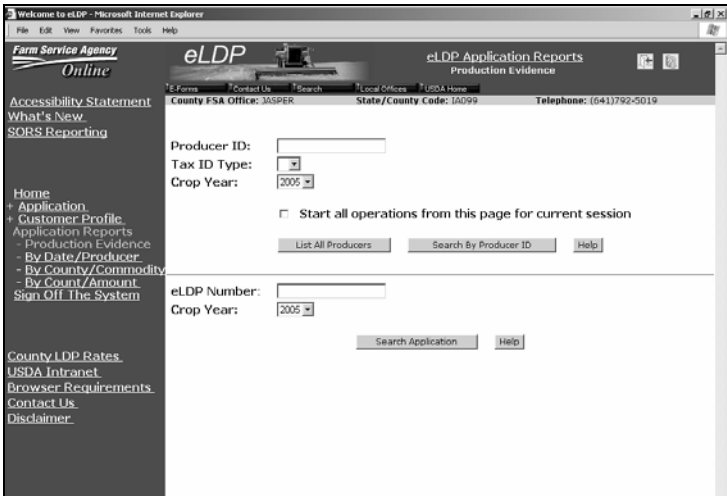
B   Recording Acceptable eLDP Production Evidence

County Offices shall record acceptable production evidence for eLDP's (except cotton) according to the following.

Step	Action
1	On the **Welcome to Price Support** Screen, use the drop-down box to select the producer's State and county.
2	Click "**Reports**".
3	Click "**Production Evidence**".
4	Using the drop-down box, select the **crop year**.
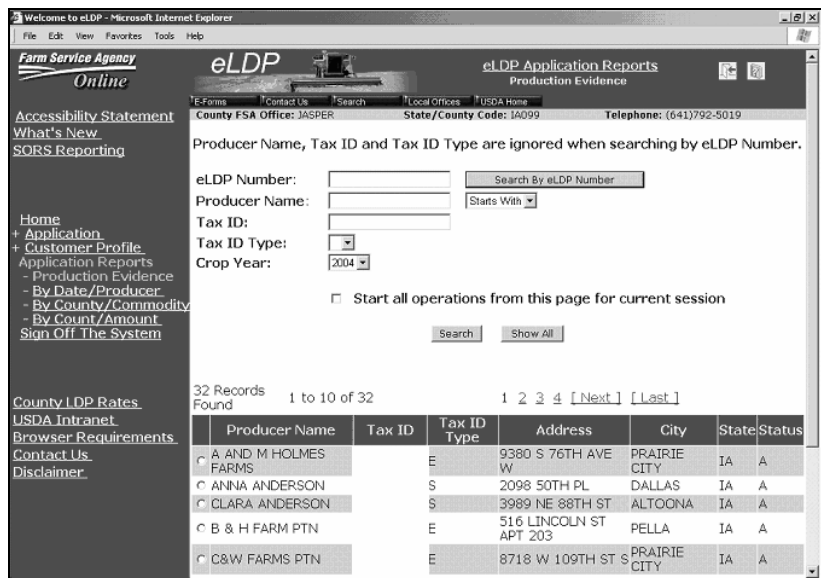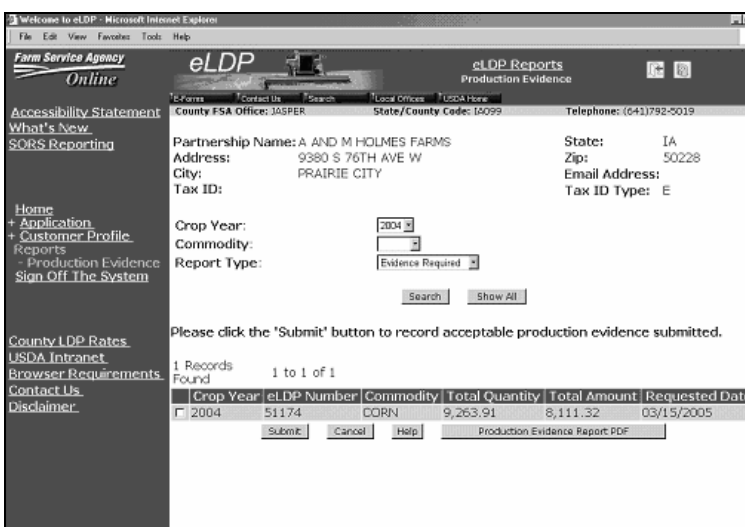
700   Production Evidence Reports (Continued)

   B   Recording Acceptable eLDP Production Evidence (Continued)

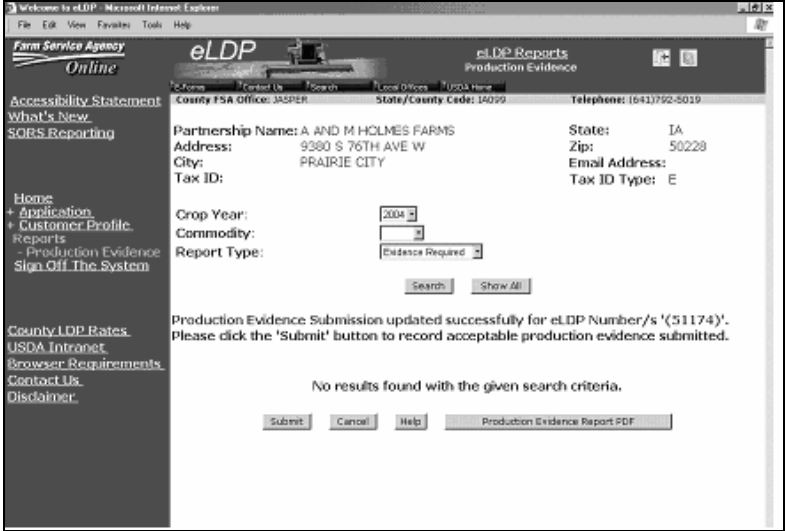| Step	Action
5	On the eLDP Reports/Production Evidence Screen, either: • click 1 of the following: • "List All Producers" • "Search By Producer ID" • enter the eLDP number.

700   Production Evidence Reports (Continued)

   B   Recording Acceptable eLDP Production Evidence (Continued)

Step	Action
6	**Note:** In this example, "**List All Producers**" was selected. Select the producer by clicking the radio button to the left of the producer's name and click "**OK**".
7	The "**Report Type**" is defaulted to "**Evidence Required**". A list of eLDP's that require production evidence will be displayed. **Note:** For a list of eLDP's that have already submitted acceptable production evidence, use the drop-down box for "**Report Type**" and select **"Evidence Submitted**".

700   Production Evidence Reports (Continued)

B   Recording Acceptable eLDP Production Evidence (Continued)

Step	Action
8	Select the eLDP application and click "**Submit**".
9	A message will be displayed indicating that the record was updated successfully. The eLDP application will now reside in "**Evidence Submitted**" and will no longer be subject to spot-check. **Note:** In cases when the incorrect eLDP application was originally selected, the software will allow a user to reverse an eLDP application that was originally selected and updated to "**Evidence Submitted**" back to "**Evidence Required**".

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists the forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-392	Redelegation/Revocation of Authority to Sign or Countersign CCC Payments		502
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request		300, 366
CCC-633 LDP	Loan Deficiency Payment Certification and Application		300, 366
CCC-709	Direct Loan Deficiency Payment Agreement		252, 300
FSA-237	Facsimile Signature Authorization and Verification		300

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CRS	Common Receivable System	604
EFT	electronic funds transfer	Text
eLDP	electronic Loan Deficiency Payment	Text
MAL	marketing assistance loan	4
NPS	National Payment Service	51, Part 5, 602, 603
PLM	payment limitation maintenance	201, 251, 252
RLMS	Representative Link Management System	202, 203, 324
SCIMS	Service Center Information Management System	Text

Redelegations of Authority

Redelegation authority is provided in 8-LP, paragraph 3.

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Exhibit 2

Definitions of Terms Used in This Handbook

Electronic Loan Deficiency Payment (eLDP)

eLDP is a web-based service that provides an **additional** means of farm program delivery to FSA customers (producers) and County Offices to file an application for LDP.

Loan Deficiency Payments (LDP's)

LDP's are payments made to producers who, although eligible to obtain a CCC commodity loan, agree to forgo the loan in return for a payment on the eligible commodity. The LDP amount is the difference between the county loan rate and CCC-determined value for the applicable commodity or class of commodity times the eligible quantity.

National Payment Service (NPS)

NPS is a centralized, web-based accounting application that interfaces with web-based program applications to complete payment processes.

Required Check

A required check is the mandatory spot-check requirement for a loan of a COC or STC member, FSA employee, or producer otherwise so designated by COC. Required check flags are set in loanmaking according to Part 3. LDP processing does not have the capability to add required check flag.

Representative Link Management System (RLMS)

RLMS is a software application that provides functions that are used to maintain representation roles database and the database that stores the relationship between representatives and the individuals and or entity that are being represented.

Spot Check

A spot check of a loan or LDP is the onsite measuring and quality determination of a farm-stored commodity in its storage structure for total random selections, or the visual inspection of a commodity in its storage structure for related loans and LDP's.

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Exhibit 3

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Application Process Screen	321, 322, 323, 324
	Application Process – Add Farm Stored Screen	321, 322, 323, 324, 366
	Application Process – Add Field Direct Screen	367
	Application Process – Add Load Summary Screen	321, 368
	Customer Statement Screen	202
	eAuthentication Login	202, 324
	eLDP Application Reports – Production Evidence Screen	701
	eLDP Reports – Production Evidence Screen	701
	Inquire Producer Screen	252
	Price Support Home Page	203
	Profile Process Screen	251, 252
	Profile Process – Add Joint Venture Screen	254
	Profile Process – Add Producer Screen	252
	Profile Process – Change Producer Screen	252
	Profile Process – Inquire Partnership Screen	253
	Welcome to Price Support Screen	203, 324